

3.1.9	Maintain accurate site diaries to include, progress, numbers/types of workers on site, weather conditions, amendments to contract documents, and significant events
3.1.10	To ensure correct materials and workmanship are employed and that the Housing Association is given quality work and value for money
3.1.11	Carry out estate and property inspections as required, diagnose defects and recommend solutions
3.1.12	Provide support to the development and maintenance team as required
3.1.13	To participate in estate audits as directed
3.1.14	To deal with any tenant queries during and following works
3.1.15	To protect the Associations interests at all times
3.1.16	To prepare reports on delays in programme, potential claims, cost over runs.
3.1.17	Complete defects check prior to handover, and manage defects completion process
3.1.18	Feedback to the Association's in-house Development Team and relevant design consultants regarding details, variations, instructions issued to contractor or sub-contractors
3.1.19	Take site photographs regularly and systematically, ensuring that they are date endorsed and acknowledged by project Architect and Contractor at Site Meeting
3.1.20	Take full responsibility for the EOD inspections liaising with PM, Architect, Supervisor and including letter notifications to tenants by the timeframes agreed to facilitate the issue of Defect Certificate on the Defect Date.
3.2	HEALTH AND SAFETY
	To adhere to safe working practices, methods, procedures and to report any shortfalls.
3.2.1	
3.2.2	To comply with relevant health and safety legislation, policies and procedures in the performance of duties of the post
3.2.3	Assist with monitoring and recording of fire safety testing as directed or required.
3.3	GENERAL
3.3.1	To respond to phone calls and follow up action as required
3.3.2	Adhere to all Housing Association policies and procedures
3.3.3	Adhere to the rules of NB Housing in relation to Section 75 and equality of opportunity
3.3.4	To promote the organisations Mission, Values (Integrity, Sustainability, Excellence, Empowerment, Collaboration, Fairness) aims and Objectives.
3.3.5	To maintain professional boundaries and confidentiality at all times
3.3.6	To attend staff meetings and training, forums, which may occur outside normal working hours
3.3.7	To participate in Performance Reviews and supervision sessions
3.3.8	Actively promote the operations of the Association and maintain and develop links with outside agencies, ensuring the best interests of the Association are promoted at all times To carry out any other duties as may be reasonably expected from time to time.
3.3.9	Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation
3.3.10	Carry out any other duties as may be reasonably expected from time to time that are within the competence of the post holder and conducive to the effective delivery of the role and success of the Association

Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.

Signed by Employee:

Signed: _____

Date: _____

Signed on behalf of Association:

Signed: _____

Date: _____

Position: _____